Mission and Installation Contracting Command Fort Sill DOC

Government Purchase Card Mandatory Training Requirements/Instructions

Training Requirements

- There are three mandatory training class requirements for the GPC program:
  - DOD GPC Training thru Defense Acquisition University (DAU) web-based training
  - **Mission and Installation Contracting Command** Fort Sill GPC training
  - ACCESS ON-LINE web-based training

Department of Defense (DOD) GPC Training

- Completion of On-line "DoD Government Purchase Card Tutorial.
- **Access the tutorial at Defense Acquisition University (DAU) website: https://www.atrrs.army.mil/channels/aitas**
- Select category Civilian Army Acquisition Workforce or Military Army Workforce from the drop down list. Check one of the Sign-In Options, complete any required information and Logon.
- If you have not yet established a user profile you will be taken to the ATRRS Internet Training Application System Web page. Fill in the required information and click on the **Update Profile** button at the bottom of the page. Upon successful submission of your profile you will be able to follow the remaining steps.
- After you have logged-in, you come to a page where you select a training category. Select Continuous Learning.
- Select the **DOD Government Purchase Card – CLG001** course from the Course drop-down list.
- Press the **SEARCH** button.
- Complete the application.
- Click on the **SUBMIT THIS APPLICATION** button.
- Your application will be forwarded to DAU for enrollment in their virtual campus. If you do not already have an account on the DAU virtual campus, one will be created for you. You will receive a welcome email from DAU (ATLAS) when you have been enrolled and can start the course.

Department of Defense (DOD) GPC Training

- The training module is comprised of ten (10) lessons, includes periodic review questions and a post-test.
- Minimum test score requirement is100% and may be taken as many times as necessary to obtain this score.
- A “Certificate of Completion” is available (after completing survey) at the conclusion of a successful post-test.
- ***IMPORTANT: Provide a copy of “Certificate of Completion” of DoD GPC Training to DOC APC as verification of completion. Fax number (580)442-3819 or e-mail to doccrdc@conus.army.mil.***
- ***For assistance, contact the DAU HELP DESK at dauhelp@dau.mil or at 1-866-568-6924 (Toll Free) or 703-805-3459 (Commercial) or DSN 655-3459. When calling in, select option 1 for DAU Virtual Campus Courses. The DAU HELP DESK is manned Monday through Friday, 0600-1800 EST.***

Mission and Installation Contracting Command Fort Sill (Installation) GPC Training

- **This training requirement is fulfilled by viewing a PowerPoint presentation. When the presentation is complete, click the Back button on your browser toolbar.**
- **GPC Presentation**
- **After you review the presentation, you must take an examination. The exam is 40 multiple choice and true and false questions: FortSillGPCExam. Use the following:**

  Name – gpc

  Password – gpc

  Full Name – enter your name

  Email Address – enter your e-mail address

- **In order to pass the exam, you must answer at least 75% of the questions correctly. All of the information needed to get a successful score on the exam is in the presentation. If you do not pass the test on the first try, you will receive an e-mail notification. You must then retake the test.**
- **If you pass the test, you will receive an e-mail notification with your exam score and test results.**

ACCESS ON-LINE Web-Based Training

- Log in to ACCESS ON-LINE Web-Based Training @ https://wbt.access.usbank.com

- Register a new account, fill in all blanks. For Organization Short Name use "Army," for User Type select "Government Cardholder" (for cardholders) or "Government AO/BO" (or Billing Officials) or "Government Financial Manager" (for Budget Analysts). Click the "Register" link when finished.
- ACCESS WBT will recommend various training modules however, **YOU MUST SELECT** the modules listed below for your user type:

Card Holder:	**Billing Official**:	**Financial Manager**:
Order Management	Order Management	Order Management
Transaction Management	Transaction Management	Transaction Management
Reporting.	Reporting.	Reporting.
My Personal Information	Shared Reporting	Shared Reporting
Account Approval Process	Account Approval Process	Account Approval Process
Navigation Basics	Navigation Basics	Navigation Basics
Account Profile	Account Profiles	Accounting Validation Controls
Viewing Your Statement	Viewing Statements	Accounting Code Structures
Cardholder Account Setup and Maintenance		
Managing Account Setup and Maintenance		

- When you login:
- (1) Enter your registered email address (2) Enter your registered personal password (3) Enter the appropriate WBT password
  - Cardholder: Charlotte Billing officials: Palmetto Financial Managers: Dogwood
  - WBT Passwords change every 60 days. Current passwords are valid from 10/08/09 through 12/08/09.

ACCESS ON-LINE Web-Based Training (Cont.)

- **Select the “Go to the lesson modules” link and use the numbers and arrows to move through the lesson screens and modules.**
- **When finished return to the main menu screen and select**

  “Go to the certification exam” link. Select the applicable modules and proceed to the exam.
- **After successful completion of the exam return to the main menu screen and select the “Mission and Installation Contracting Command Print Certificate” link.**
- ****IMPORTANT: Provide a copy of “Certificate of Completion” of ACCESS ON-LINE Web-Based Training to DOC APC as verification of completion. Fax number (580)442-3819 or e-mail to doccrdc@conus.army.mil.*****

Training Review Requirement

- **Mission and Installation Contracting Command *Directorate of Contracting (DOC) Agency Program Coordinator (APC) will notify applicant of the Fort Sill Government Purchase Card (GPC) test results and coordinate submission applications through Organization Billing Official and Resource Manager by E-mail.***
- **Mission and Installation Contracting Command D*OC GPC APC may be contacted by***
  - ***Phone: 580-442-5229***
  - ***FAX: 580-442-3819***
  - ***or E-mail: doccrdc@conus.army.mil***